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COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)
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Chapter 5

College Level Examination Program (CLEP)

(Paper-Based Examinations)

Introduction

The College Level Examination Program (CLEP) consists of a series of examinations that test an individual's college level knowledge gained through military classes or technical assignments or through personal reading, travel, and intellectual curiosity.

******CLEP Notice******

**All current forms of CLEP paper-based exams
will be withdrawn by 31 Mar 04.**

Many titles will be withdrawn earlier.

**Refer to the chart on pages II-5-26 and 27
for withdrawal and return dates.**

**All Purple DSST/CLEP Answer Sheets and Blue Civilian
Answer sheets must be returned to CGI on 31 March 2004.**

**Failure to return CLEP paper-based exams and answer sheets
in accordance with the withdrawal schedule will result
in the direct intervention by DANTES with the
Service's headquarters.**

CLEP Acceptance for College Credit

Each institution determines the acceptable score and the amount of credit granted for each examination. Prior to testing, the examinee needs to know the institution's acceptance policy and passing score requirements.

Continued on next page

(Paper-Based Examinations), Continued

Background

The CLEP:

- Was developed by The College Board in 1965 with a grant from the Carnegie Corporation.
- Replaced the earlier college level tests developed by USAFI.
- General and Subject examinations are accepted for credit by more than 2,900 colleges and universities.

The American Council on Education (ACE), founded in 1918, is the major voice in American higher education and serves as the focus for discussion and decision making on higher education issues of national importance. As such, ACE strives to ensure quality education on the nation's campuses. Within ACE, the Center for Adult Learning and Educational Credentials is the pioneer in evaluating extra-institutional learning and assisting postsecondary education institutions in establishing policies and procedures for awarding credit based on ACE evaluations.

Note: ACE recommends that the minimum score for awarding credit is the mean test score of students who earn a grade of C in the corresponding course.

CLEP On-line Services

The College Board Web site at www.collegeboard.com/clep provides complete information on the CLEP program.

Description CLEP Paper-Based Testing

CLEP Paper-Based Testing

CLEP Paper-based testing at DANTES Test Centers will continue only for a limited number of CLEP exams until 31 March 2004.

The entire array of CLEP examinations are available as computer-based tests at National Test Centers. DANTES does not currently fund these CLEP eCBT tests at National Test Centers. For a complete listing of the CLEP exams visit www.collegeboard.com/clep.

CLEP General Examinations

The following CLEP General Examinations can be stocked but are not reusable. These exams measure achievement in five basic areas of “general” or “liberal” education requirements. They are timed, 90-minute multiple-choice tests that cover material taught in required courses most students take in their first 2 years of college. Usually 6 semester hours of credit are awarded for satisfactory scores on each General Examination.

The English Composition with Essay exam consists of an essay and a reduced number of multiple-choice questions.

Title	Time Limit
<p>Scheduled to be withdrawn 30 Nov 03</p> <p>English Composition – two versions Students should make sure which of the two versions they need before testing because <u>each version is subject to a 6-month waiting period for retesting.</u></p> <ul style="list-style-type: none">• All multiple-choice versions (100 questions)• Essay versions – cover writing that explains, interprets, analyzes, or presents and supports a point of view (50-60 multiple-choice questions, one essay question)	Two separately timed 45 minute sections.

Continued on next page

Description CLEP Paper-Based Testing, Continued

CLEP General Examinations (continued)

Title	Time Limit
<p data-bbox="500 457 1015 489">Scheduled to be withdrawn <u>30 Nov 03</u></p> <p data-bbox="414 531 643 562"><u>Natural Sciences</u> Assesses knowledge and understanding of the biological and physical sciences.</p> <p data-bbox="414 678 834 709"><u>General College Mathematics*</u> An examination used by colleges to exempt students from the general education requirements in mathematics.</p> <p data-bbox="414 863 1081 1003">Subject matter content includes sets and logic, the real number system, functions and graphs, probability and statistics, and additional algebra and geometry topics.</p>	<p data-bbox="1117 457 1398 527">Two separately timed 45 minute sections</p>
<p data-bbox="500 1079 1015 1110">Scheduled to be withdrawn <u>31 Jan 04</u></p> <p data-bbox="414 1157 789 1188"><u>Social Sciences and History</u> Relates to material presented in introductory U.S. History, Western Civilization and World Civilization, Political Science, Economics, Sociology, Psychology, Anthropology, and Geography.</p>	<p data-bbox="1117 1079 1398 1148">Two separately timed 45 minute sections</p>

***The use of a scientific calculator is permitted but programmable calculators and calculators that can display graphs are not permitted. Calculator memories must be cleared prior to beginning the examination.**

Continued on next page

Description CLEP Paper-Based Testing, Continued

CLEP General English Composition with Essay

Last administration 6 - 10 Oct 03

The CLEP General English Composition with Essay examination cannot be stocked. It is:

- A special-ordered* examination.
- Administered only on specific dates (see "Dates and Fees" section, this chapter). Also, see the DANTES Calendar of National Testing Programs and announcements in the *DANTES Information Bulletin*.

***Only one test date during the scheduled window of administration can be selected and specified on the order form.**

CLEP Subject Examinations

Refer to the chart on pages II-5-26 and 27 for withdrawal dates.

CLEP Subject Examinations may be stocked but are not reusable. These exams are used to grant exemption from and credit for specific college courses. They are timed, 90-minute multiple-choice tests used to measure knowledge of basic

- concepts
 - principles, and
 - relationships and applications involved in college courses with the corresponding title.
-

CLEP Subject Optional Essay

Optional subject essays are not automatically shipped with the subject exam and must be special ordered. Do not administer the essay unless required by the examinee's college program. The subject essay exams are timed, 90 minute examinations available for American Literature, Analyzing and Interpreting Literature, English Literature, and Freshman College Composition.

The completed optional Essay examination is forwarded by CGI to the designated college for scoring.

Continued on next page

Description CLEP Paper-Based Testing Continued

List of CLEP Examinations

A complete list of CLEP examinations begins on page II-5-26 of this chapter. Authorized use of calculators on CLEP Subject exams is also noted on page II-5-26 and 27.

The College Board Paper-Based CLEP Official Study Guides

DANTES provided each test center with the official “CLEP Study Guides” for paper-based CLEP testing. A letter authorizing local reproduction was included in the mailing.

Additionally, individual paper-based “CLEP Study Guides” may be downloaded online at www.voled.doded.mil/wconnect/wc.isa?clep~login. Access to this site is restricted to DANTES TCOs and ATCOs only.

The study guides are excerpts from the 2000 *The College Board CLEP Official Study Guide* and are intended solely for the use of personnel eligible to test at DANTES Test Centers.

Note: Once CLEP computer-based testing is implemented into DANTES test centers the computer-based *CLEP Official Study Guide* will be provided to test centers.

Funding Eligibility

Military Testing

Administer DANTES-funded CLEP exams to eligible military personnel. Refer to the *DEPH*, Part I, pages I-1 through I-2 for a complete description of personnel eligible for DANTES-funded testing.

Note: Funded retesting is authorized ONLY after the 180-day waiting period.

Funded Civilian Testing at a DANTES Test Center

Administer DANTES-funded CLEP exams to eligible civilians. Refer to the table in this chapter, page II-5-13 for funded eligibility and administrative policies.

Note: Funded retesting is authorized ONLY after the 180-day waiting period.

Unfunded Civilian Testing

Administer CLEP exams on an unfunded (examinee pays), space-available basis according to Service Policy and Regulations to the following civilians:

- military retirees,
 - logistically supported U.S. Government employees, or
 - family members of U.S. military and Federal civil service employees.
-

Ordering CLEP Paper-Based Examinations

****CLEP Notice****

All CLEP paper-based exams
will be withdrawn by **31 Mar 04**.

Many titles will be withdrawn earlier.

Refer to the chart on pages II-5-26 and 27 for ordering
cut-off dates and return dates.

CLEP General and Subject Examinations

You must order answer sheets, as they are not automatically provided.

- **Purple** "DANTES CLEP/DSST Answer Sheet" - **Military only**.
- **Blue** "CLEP National Answer Sheet" - Funded/Unfunded **Civilians only**.

Step	Action
1	Stocking DANTES Test Centers order CLEP General and Subject exams for stocking purposes based on the usage factor. They can be ordered anytime using the "ETS/CGI Application for Test Materials" (Exhibit 1).
2	Nonstocking DANTES Test Centers order CLEP General and Subject exams on a demand basis for administration and return within <ul style="list-style-type: none">• 45 days Conus and• 60 days overseas.
3	Send orders to: The Chauncey Group International DANTES Program P.O. Box 6604 Princeton, NJ 08541-6604 Fax orders to: (609) 720-6800

Note: If faxing an order, DO NOT mail a hard copy as well.

Continued on next page

Ordering CLEP Paper-Based Examinations, Continued

Optional CLEP Subject Examination Essay	<p>Special order the CLEP Subject Optional Essay using the ETS/CGI Application for Test Materials.</p> <p>If an examinee previously tested on one of the CLEP subject tests without completing the essay and now requires it, order the optional essay using the CGI Application for Test Materials. Contact DANTES, Code 20C for additional guidance.</p>
CLEP Publications	<p>CLEP publications and materials are listed in the "Study Guides and Resource Materials" section of this chapter.</p>

Examination Security

CLEP Examination Test Loss or Compromise	<p>DANTES instructions for CLEP examination test loss or compromise are as follows:</p> <ul style="list-style-type: none">• Contact DANTES, Code 20B, immediately at (850) 452-1063 or DSN 922-1063.• Suspend testing on the involved exam immediately and refer to specific Service regulations and Part I of the <i>DEPH</i> for complete procedures.• If an investigation is required, follow the guidelines in Service regulations and Part I of the <i>DEPH</i>.• Provide a copy of the Test Loss/Compromise section of Part I to the responsible investigating official.
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Administration of Paper-Based Examinations

****CLEP Notice****

**All CLEP paper-based exams
will be withdrawn by 31 Mar 04.**

Many titles will be withdrawn earlier.

**Refer to the chart on pages II-5-26 and 27 for last
administration dates.**

Administrative Procedures

Observe the administrative procedures provided in Part I of this *Handbook* and the *CLEP Examiner's Manual for DANTES Test Control Officers*.

Military (purple) and Civilian (blue) Answer Sheets

There are two answer sheet options for CLEP administrations.

Military examinees must test using the **purple** "CLEP/DSST Answer Sheet" (Exhibit 2).

- All military examinees, except CCAF enrollees, should indicate in Block 9, "Institution Score Report," the 4-digit code number of the college where they want scores submitted.

Civilian examinees (funded **and** unfunded) must test using the **blue** "CLEP National Civilian Answer Sheet" (Exhibit 3).

- Civilian examinees should indicate in Block 14, "Score Report Recipient," the 4-digit code number where they want scores submitted.

Note: See page II-5-17, "One Free Designated Score Report Per Test."

Continued on next page

Administration of Paper-Based Examinations, Continued

Incorrect Answer Sheet	<p>In the event a civilian is incorrectly administered a CLEP exam on a purple “CLEP/DSST Answer Sheet,” the answer sheet will not be scored until the answers have been transcribed to the correct form by the examinee.</p> <p>DANTES Code 20D will:</p> <ul style="list-style-type: none">• Contact the test center to verify the examinee is available to transcribe.• After verification, authorize CGI to forward the correction package with instructions to the test center. <p>The examinee must then transcribe their original responses to the correct blue “CLEP National Civilian Answer Sheet” in the presence of the TCO/ATCO. The TCO/ATCO then returns both answer sheets to the testing agency.</p> <p>This also applies if a military examinee is tested with the “blue” CLEP National Civilian Answer Sheet.</p> <p>Note: A Memorandum from CGI will be issued to DANTES Code 20D when an incorrect answer sheet is used. See “CGI Memorandum to Test Control Officer” (Exhibit 4).</p>
Stockable Not Reusable	<p>CLEP General and Subject test booklets may be stocked at stocking test centers but are not reusable. Test booklets must be returned with answer sheets.</p>
CLEP General English Composition with Essay	<p>Administer the CLEP General English Composition with Essay examination on the designated test date. (See "Testing Dates and Fees" section.) The essay portion must be administered in conjunction with the 45-minute objective part of the examination.</p>

Continued on next page

Administration of Paper-Based Examinations, Continued

CLEP Subject Test with Optional Essay

Test centers do not stock the optional subject test essays.

- No additional transcript fee is required if the optional essay is submitted with the objective portion of the test at the time of testing and an institution is designated on the answer sheet.
 - A transcript fee (see page II-5-22) is required if the examinee fails to designate an institution at the time of testing or submits the essay after initial testing.
 - CGI sends both the official objective score report and the essay to the designated institution; **the institution scores the essay.**
-

Correct Answers

For the paper-based CLEP General and Subject examinations, the number of correct answers is counted and a fraction of a point is subtracted for each wrong answer from the total correct answers. **Random guessing will probably not improve the examinee's score.**

CLEP Examiner's Manual

DANTES TCOs and Examiners should be thoroughly familiar with the instructions and procedures specified in the *CLEP Examiner's Manual for DANTES TCOs*, especially the section on "Irregularities of Administration."

That section identifies a variety of irregular circumstances that may occur during a testing session and **must be reported to the testing agency.**

Continued on next page

Administration of Paper-Based Examinations, Continued

Funded Civilians (Spouses/ Employees)

Administer DANTES-funded CLEP tests to **ELIGIBLE CIVILIANS** using the **blue "CLEP National Civilian Answer Sheet"** (Exhibit 3). This blue answer sheet is available from CGI. Test from stocked CLEP test booklets. The following administrative policies apply:

In Block 13, enter your DANTES Test Center number. Leave Block 15, Fees Paid, **BLANK**. Refer to the table below for specific answer sheet coding instructions.

Service Branch	Client Group	Block 16 (DANTES Funded Civilian Use Only)
Air Force (Active Duty)	Acquisition Employees	0501
Air Force Reserve	Civilian Employees	0510
	Spouses	0206
Air National Guard	Civilian Employees	0506
	Spouses	0207
Army (Active Duty)	Acquisition Employees	0502
Army National Guard	Civilian Employees	0507
	Spouses	0209
Army Reserve	Civilian Employees	0511
	Spouses	0208
Coast Guard(Active Duty and Reserve)	Civilian Employees	0509
	Spouses	0205
Department of Defense	Acquisition Employees	0508
Marine Corps (Active Duty)	Acquisition Employees	0503
Navy (Active Duty)	Acquisition Employees	0504

***DAU employees who work for a DOD agency leave Block 13 BLANK.
See Exhibit 5 for authorized funded DSSTs.**

- **Funded testing for civilian employees** of the Reserve components and Coast Guard must take place at the respective Service DANTES Test Center.
- **Funded testing for eligible spouses** must take place at Air Force Reserve, Air National Guard, Army National Guard, Army Reserve, and Coast Guard DANTES Test Centers. These Services have agreed to reciprocity between their centers for testing.
 - **This is not authorized at active duty Army, Navy, Air Force and Marine DANTES Test Centers.**
- Acquisition Workforce employees must present an approved "Defense Acquisition University Testing Program – Eligibility Statement" for testing on selected CLEP Subject tests. See Exhibit 5 for the Eligibility Statement and list of approved CLEP Subject tests.

Continued on next page

Administration of Paper-Based Examinations, Continued

Unfunded Civilians

Administer the CLEP examinations to civilians on an unfunded (examinee pays) and space-available basis from tests in stock according to Service policy and regulations. Use the blue "National CLEP Answer Sheet."

Note: Scores for unfunded and funded civilian administrations are mailed only to the examinee and to the institution designated in Block 14 on the answer sheet.

Retesting

When to Retest

DANTES authorizes retesting when the examinee fails to achieve the ACE-recommended score required by a college or university.

- Examinees must wait 180 calendar days to retest.
- Examinees may not test on a CLEP examination at a DANTES Test Center and retest on the CLEP CBT version at a National Test Center or vice versa unless the 180 day waiting period has elapsed.

Note: Counsel examinees before administering retests.

Retesting Without Authorization

If examinees are retested without authorization from DANTES before 180 days have elapsed from the initial test date, the retest score is invalidated and the examinee must wait 180 calendar days to test again.

CLEP General English Composition with and without Essay

All examinees who take the CLEP General English Composition examination cannot take the CLEP General English Composition with Essay examination, or vice versa, until the required 180-day calendar day retest period elapses. Retesting is available at National Test Centers subject to the 180-day calendar waiting period.

Stocked Examinations

Retest from tests in stock.

Transporting

Transporting Examinations

TCOs, ATCOs, or ITCOs may transport CLEP paper-based examinations following the procedures in Part I of this *Handbook*.

Returning CLEP Paper-Based Examinations and Materials

Examinations and Materials

After administration of all CLEP examinations, immediately forward

- Test Booklets
- Answer sheets
- Essays (if applicable)
- Fee (if testing unfunded civilians), and
- Document Receipt Form, (DANTES 1560/14)

to:

Certified/Registered Mail

**CGI
DANTES Program
P.O. Box 6604
Princeton, NJ 08541-6604**

Express Mail

**CGI
DANTES Program
664 Rosedale Road
Princeton, NJ 08540**

Note: Delays in returning essay examinations could result in delays in receiving score reports.

CLEP General English Composition with Essay

After administration of the special-ordered CLEP General English Composition with Essay **return them immediately to CGI separately from other examinations.**

Last administration date 6 – 10 Oct 03.

Note: Delays could result in examinations not being scored

Withdrawing CLEP Paper-Based Examinations

Withdrawal Procedures

******CLEP Notice******

**All CLEP paper-based exams
will be withdrawn by 31 Mar 04.**

Many titles will be withdrawn earlier.

**Refer to the chart on pages II-5-26 and 27
for withdrawal and return dates.**

**All Purple DSST/CLEP Answer Sheets and Blue Civilian
Answer sheets must be returned to CGI on 31 March 2004.**

**Failure to return CLEP paper-based exams and answer sheets
in accordance with the withdrawal schedule will result
in the direct intervention by DANTES with the
Service's headquarters.**

Scoring and Reporting CLEP Paper-Based Examinations

Scoring and Reporting

CGI scores military CLEP answer sheets and issues score reports approximately 6 weeks after the date of test administration (except CLEP General English Composition with Essay answer sheets).

CLEP General English Composition with Essay

The CLEP General English Composition with Essay score is reported about 8 weeks following the scheduled essay scoring dates listed below:

- **6 – 10 Oct 03 Last administration**

College English professors evaluate the essays. They meet at a central location to do the scoring. Each essay is read and assigned a rating by 2 professors; the sum of 2 ratings is combined with the candidates' multiple-choice score. The result is reported as a score between 200-800.

One Free Designated Score Report Per Test

AT THE TIME OF TESTING, military and civilian examinees may designate an institution to receive an official score report free of charge. A complete listing of the designated CLEP institution codes may be found at http://apps.collegeboard.com/cbsearch_clep/searchCLEPColleges.jsp. To qualify, the examinee must currently be enrolled in the designated institution and have

1.	Advanced confirmation from the school counselor that this particular exam will fulfill an academic requirement, and
2.	For military examinees: The correct corresponding institution code is entered in Block 9 of the purple "DANTES CLEP/DSST Answer Sheet."
3.	For civilian examinees: The correct corresponding code is entered in Block 14 of the blue "National CLEP Answer Sheet."

Note: If the institution CLEP code is not listed or the examinee is unable to obtain the code, the examinee does not qualify for a free Institution Score Report.

Continued on next page

Scoring and Reporting CLEP Paper-Based Examinations, Continued

DANTES Score Reporting System

DANTES provides CLEP scores to the Services for inclusion in their designated transcript database.

Effective January 2004 all scores will be updated weekly. Until then, scores are sent to:

Service Transcript System	Frequency of Update	Passing Scores	Failing Scores
AARTS (Army)	Monthly	Yes	No
SMART (Navy & Marines)	Monthly	Yes	Yes
CCAF (Air Force)	Weekly	Yes	No
AFAEMS (Effective 1 Jan 04) (Air Force Automated Education Management System)	Weekly	Yes	Yes
HQs AFPC (Air Force)	Monthly	Yes	Yes
Coast Guard Institute (U.S. Coast Guard)	Monthly	Yes	No

TCO Receipt

CLEP score reports for military examinees are mailed in triplicate to the TCO. The copies are distributed as follows:

- Official Education Office Copy for the education files
- Examinee's Copy
- Personnel Records

Note: The score report should be explained to the examinee.

Civilian Scoring

The CLEP program at ETS scores civilian answer sheets within 48 hours of receipt. For both DANTES funded and unfunded civilian administrations, ETS sends a score report, without additional cost, to the examinee and the institution the examinee indicates on the answer sheet in Block 14.

Note: See the "Transcripts" section of this chapter for ordering score reports at a later date.

Continued on next page

Scoring and Reporting CLEP Paper-Based Examinations, Continued

Score Report Interpretation

The following chart explains established ranges of scores for awarding credit on paper-based CLEP examinations.

Scores for the paper-based CLEP General Examinations fall between 200 and 800 and for the Subject Examinations between 20 and 80.

Because scales for CLEP examinations are based on the performance of different groups of students, a score on an examination cannot be compared to a score on an examination in a different subject.

For the paper-based CLEP General and Subject examinations, the number of correct answers is counted and a fraction of a point is subtracted for each wrong answer from the total correct answers. **Random guessing will probably not improve the examinee's score.**

The *DANTES Independent Study Catalog (DISC)* supplement, *A Guide to the Acceptance of Non-Traditional Credit in SOC Institutions*, identifies the SOC institutions that award credit for the CLEP examinations, the institutional passing score, and the amount of credit awarded.

Each college or university may establish its own policy regarding the CLEP program; that is, each one decides which CLEP examinations it will accept and what the credit-granting score for each test will be, the amount of credit that will be awarded, and whether an additional requirement must be met.

Many colleges and universities follow the recommendations of the Commission on Educational Credit and Credentials of the American Council on Education (ACE). The Commission recommends that when institutional data are not available, colleges and universities award credit for the paper-based General Examinations on the basis of minimum scores in the 420-500 scaled score range. For the Subject Examinations, the Commission recommends that the minimum score required for credit be the average score of students in the sample group who earned a grade of C in a comparable college course. The score recommended by ACE for each Subject Examination is shown on pages II-5-26 and 27.

Scoring and Reporting CLEP eCBT Computer-Based Examinations

Important Notice

Unlike paper-based CLEP testing at DANTES test Centers, CLEP CBT test results from exam taken at National Test Centers prior to January 2004 **are not** automatically reported to AARTS, CCAF, Coast guard Institute, or SMART.

Examinees must request a transcript from the civilian CLEP Transcript Request Service by using the "Transcript Request Form," that is included with each score report or go on-line at: www.collegeboard.com/clep/clepstud/html/stud005.html. The fee for this reporting service is \$20.

Testing Dates and Fees

Dates

There are no specific dates on which the CLEP General and Subject examinations (except CLEP General English Composition with Essay) can be administered. TCOs may schedule anytime.

CLEP General English Comp w/Essay DANTES Test Dates

The last test date for the CLEP General English Comp w/Essay before retirement is:

6 - 10 October 2003

Continued on next page

Testing Dates and Fees, Continued

Test Fees at DANTES Test Centers

Military Personnel and eligible civilians test and retest on paper-based CLEP examinations at DANTES Test Centers at **no** cost to them.

Pay unfunded civilian administration fees by check or money order in U.S. dollars drawn on a U.S. bank, made payable to **College Level Examination Program**. Credit card payment is not accepted.

If	Then Pay
Military Personnel/Eligible Civilians	No fee
Retest Military Personnel/Eligible Civilians)	No fee
Civilians (Unfunded)	\$56 (Generals/Subjects)
Retest (Civilians)	\$56

National CBT Test Center Fees

Test/retest fees at National CBT Test Centers for all examinees are:

	Pay*	Plus*
Test Fee	\$50	\$15 service fee per test
Retest Fee	\$50	\$15 service fee per test

***The test fee is subject to change and the registration fee may vary by National Test Center.**

Continued on next page

Transcripts

Unofficial TCO Transcripts

Unofficial CLEP transcripts for military personnel are available without charge to TCOs for counseling purposes only.

To obtain unofficial transcripts, the **TCO** may complete the “Military Transcript Order Form,” **including the student’s signature for release authorization**. If the form is not available, request by letter to CGI with the following information:

- Examinee’s signature
 - TCO’s signature, and
 - Identifying information (name, SSN, exam name and number, and test date).
-

Score Reports or Transcripts after 1 July 1974

Examinees may obtain additional score reports or transcripts of tests taken after 1 July 1974 by sending the “Military Transcript Order Form,” (Exhibit 6) with the appropriate fee of **\$20** each. Enclose a certified check or money order payable to **The DANTES Program**. Credit card payment is accepted. The order form is also available on-line at:
voled.doded.mil/dantes/exam/takenafter1july1974.htm

Score Reports or Transcripts before 1 July 1974

Examinees who were administered CLEP exams before 1 July 1974 must send the “USAFI/GED Transcript Order Form for Tests Taken Before 1 July 1974,” (Exhibit 7) with the appropriate fee of **\$20** each. Enclose a certified check or money order payable to **The DANTES Program**. Credit card payment is accepted. The order form is also available on-line at
www.voled.doded.mil/dantes/exam/takenbefore1july1974.htm

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Transcripts, Continued

Civilian Transcripts

Civilian transcripts are available for 20 years following the test date for a fee of **\$20** each. A **cumulative score report** may be obtained by:

Mail:

Enclose a certified check or money order payable to the **College-Level Examination Program®** or credit card payment to:

CLEP TRANSCRIPT REQUEST SERVICE
P.O. Box 6600
Princeton, NJ 08541-6600

Send the Transcript Order Form (included in the individual's copy of the score report) to the address on the form. If a form is not available, include the following information and send to the address above:

- Full name
- Signature
- Date of birth
- Social security number
- Name of CLEP examination(s)
- Month/year of testing
- Name and address of the institution needing the score report, and
- Appropriate fee

Phone:

Call 1-800-257-9558. The fee will be charged to your credit card.

Study Guides and Resource Materials

**Order
Materials**

Order necessary materials from the sources below. Source addresses are located on the next page.

Order items below with the DANTES Material Request Form (stock number 4301):

Item	Stock No.	*Source
“CLEP Paper-Based Study Guides” Replacement sets are available on a restricted basis. Please contact the DANTES Examination Program in Pensacola at (850) 452-1063 or DSN 922-1063 for authorization to order. Note: TCOs/ATCOs only may download at: www.dantes.doded.mil/dantes_web/apps/clep/cleplogin.asp	1000	1 DANTES/Pensacola, FL
“DANTES 1560/2 CLEP Subject Test Inventory Card”	1247	1 DANTES/Pensacola, FL
“DANTES 1560/1 CLEP General Test Inventory Card”	1246	1 DANTES/Pensacola, FL
“CLEP Brochure, Information for Military Candidates”	1272	1 DANTES/Pensacola, FL
“CLEP– Poster”	1211	1 DANTES/Pensacola, FL

*Source address denoted by number on the next page.

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Study Guides and Resource Materials, Continued

Order items below with the “ETS/CGI Application for Test Materials” (Exhibit 1):

Item	*Source
“DANTES CLEP/DSST Answer Sheets/ Purple ” May be stocked. Not automatically shipped.	2 CGI/Princeton, NJ
“CLEP Civilian Answer Sheets/ Blue ” May be stocked. Not automatically shipped.	2 CGI/Princeton, NJ
ETS/CGI Preaddressed Return Envelopes	2 CGI/Princeton, NJ
“CLEP Examiner's Manual for DANTES TCOs” (Paper-Based Test)	2 CGI/Princeton, NJ
“What Your Scores Mean”	2 CGI/Princeton, NJ
“USAFI/GED Transcript Order Form”	2 CGI/Princeton, NJ
“Military Transcript Order Form”	2 CGI/Princeton, NJ
“CLEP Colleges - Where You Can Get Credit” Note: May be accessed through the Internet. <u>www.collegeboard.org/clep/clepstud/html/stud001.html</u>	2 CGI/Princeton, NJ

1
DANTES
Code 10L
6490 Saufley Field Road
Pensacola, FL 32509-5243

2
CGI
DANTES Program
P.O. Box 6604
Princeton, NJ 08541-6604

College Level Examination Program (CLEP) Paper –Based Examinations

List of CLEP General and Subject Paper-Based Examinations

You must order using the National CLEP Test Codes. ACE recommended passing scores and semester hours are listed below.

CLEP General Exams

CLEP Test Code	Test Title	Last order date OConus/Conus	Last Admin/Return Date	Recommended Passing Score/Semester Hours
02259	Natural Sciences	15 Oct /1 Nov03	30 Nov 03	420/6
07030	College Mathematics*	15 Oct /1 Nov03	30 Nov 03	420/6
08273/ 08265+	English Composition	15 Oct /1 Nov03	30 Nov 03	420/6
05991	Social Sciences and History	15 Nov 03	31 Jan 04	420/6

+Once the current form (08273) is depleted it will be replaced by the new form (08265). Both forms are valid.

CLEP Subject Exams

CLEP Test Code	Test Title	Last order date		Last Date to Admin/Return	Recommended Passing Score/ Semester Hours
		OConus	Conus		
77038	College Level Spanish Language (Cassette & Booklet Included) Second Semester Fourth Semester	1 Oct 03	15 Oct 03	30 Nov 03	45/6 50/12
80012	History of the U.S. I	1 Oct 03	15 Oct 03	30 Nov 03	47/3
79014	History of the U.S. II	1 Oct 03	15 Oct 03	30 Nov 03	46/3
78018	Principles of Accounting*	1 Oct 03	15 Oct 03	30 Nov 03	45/6

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College Level Examination Program (CLEP) Paper –Based Examinations, Continued

List of CLEP General and Subject Paper-Based Examinations (continued)

CLEP Test Code	Test Title	Last order date		Last Date to Admin/Return	Recommended Passing Score/ Semester Hours
		OConus	Conus		
81019	Analyzing & Interpreting Literature**	15 Nov 03		31 Jan 04	47/6
11100	College Algebra *	15 Nov 03		31 Jan 04	46/3
71056	Freshman College Composition**	15 Nov 03		31 Jan 04	44/6
70017	Introductory Psychology	15 Nov 03		31 Jan 04	47/3
74039	Principles of Management	15 Nov 03		31 Jan 04	46/3
37061	American Literature**	1 Feb 04	15 Feb 04	31 Mar 04	46/6
20079	English Literature**	1 Feb 04	15 Feb 04	31 Mar 04	46/6
76015	College Level French Language (Cassette & Booklet Included) Second semester Fourth Semester	1 Feb 04	15 Feb 04	31 Mar 04	42/6 45/12
67075	Introduction to Educational Psychology	1 Feb 04	15 Feb 04	31 Mar 04	47/3
72044	Principles of Macroeconomics	1 Feb 04	15 Feb 04	31 Mar 04	44/3
73041	Principles of Microeconomics	1 Feb 03	15 Feb 04	31 Mar 04	41/3

Subject Exams

*The use of a scientific calculator is permitted. Programmable calculators and calculators that can display graphs **are not** permitted. Calculator memories **must** be cleared prior to beginning the examination.

**Optional essay section available.